



C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment

Date: November 14, 2007

To: Hospital Infection Control Professional(s) and/or Primary HIDA contact:

From: Dixie Roberts, MPH, APRN
Director, Healthcare Infections Program

Subject: Hospital Infections Disclosure Act (HIDA) - NHSN Self Study -Training Toolkit

Please find enclosed a Self Study – Training Toolkit with information for new hospital Infection Control Professionals who will be reporting infections into NHSN. Also, other support staff will need to be trained if they are assigned responsibility for entering denominator and other system data into NHSN. Information in the DHEC HIDA Toolkit is intended to point out key concepts needed to enroll into NHSN and to report data accurately. These DHEC training materials are intended to supplement the CDC NHSN training materials that are available on the NHSN web site http://www.cdc.gov/ncidod/dhqp/nhsn_members.html. CDC updates the NHSN instructions and Patient Safety Protocols periodically. The next update is due January, 2008. Hospitals should always use the most current version of the CDC Patient Safety Protocols when reporting hospital acquired infections.

CDC is close to completion for the web-based NHSN Training Courses. These will be completed sometime in 2008 and will require all new users who enroll in NHSN and current users who apply for their annual renewal of the NHSN digital certificate to take the on-line courses and the on line post tests. In the meantime, new users who did not attend the trainings in February, 2007 must study the CDC materials available on the web address listed above and the information in the enclosed DHEC Toolkit.

The training tool kit includes:

■ **2 DVDs & Power Points**

- a) HIDA Reporting Requirements; NHSN: “Getting Started”; and NHSN Patient Safety Protocols
Presented by: Dixie Roberts – SC DHEC & Connie Steed – Greenville Hospital System
- b) The CDC National Healthcare Safety Network: “Perspectives from an Experience User”
Presented by: Linda Green, RN, MPS, CIC – Health Rochester General Hospital
- c) The Power Point presentations for these two DVDs can be downloaded from the DHEC HIDA Information Web site for hospitals: www.scdhec.gov/hidainfo

■ Post-Training Examination

The DVDs were produced in summer of this year and exclude recent updates. These updates can be located on the CDC member's web site: www.cdc.gov/ncidod/dhqp/nhsn_members.html. The web site includes recently updated procedure code changes, NHSN Newsletter, Patient Safety Protocols and other essential resources. It is imperative the ICP(s) review this web site in addition to the Training Tool Kit to complete and understand the training criteria.

Following completion of the training, the ICP(s) are required to complete the Post-Training Examination. For all NHSN users, please notify Dixie Roberts at robertdf@dhec.sc.gov when the self study training is complete. Include the person's name, hospital and date training completed. The name will be added to the current DHEC list of trained ICPs. Upon notification of completion, DHEC will send the Post-test for completion. The exam must be reviewed and signed by person taking the test and their supervisor or the hospital's staff Education/Training Department to confirm completion of the course and the test. Upon receipt of the post test, signed by the new NHSN user and their supervisor, DHEC will send a Certificate of Completion for the Hospital's Training Record.

Please submit the Post-Training Examination to DHEC mailing address, Attn: Dixie Roberts, Box 101106, Columbia, SC 29211-0106. Any questions can be submitted to me at robertdf@dhec.sc.gov or call 803-898-0364.

Thank you for your continued cooperation towards complying with the Hospital Infectious Disclosure Act.

Sincerely,

Dixie Roberts, MPH, APRN
Director, Healthcare Infections Program